



The ENERGY STAR® Office Equipment Program is a partnership between the U.S. Environmental Protection Agency (EPA) and the office equipment industry that promotes energy-efficient products such as computers, monitors, printers, fax machines, scanners, copiers, and multifunction devices. Reducing the wasted energy from this equipment can help to combat smog, acid rain, and climate change by decreasing emissions from energy generation.

A Buyer's Guide To Purchasing ENERGY STAR®-Compliant Office Equipment

Most of us don't think about saving money and improving the environment when we flip the switch on our computers or photocopy an important document. But with energy-efficient ENERGY STAR office equipment, you can do just that!

Office equipment, led by computers, is the fastest growing electric load in the business world. In fact, office equipment accounts for about 7 percent of all commercial sector electricity usage. **But, much of this energy is wasted.** That's because most people leave their computers on throughout the business day even though they only work with their computers for an average of four hours. What's more, approximately 25 percent of computers are left running at night and on weekends.

What is ENERGY STAR-Compliant Office Equipment?

ENERGY STAR-compliant office equipment helps reduce wasted energy. When an energy-efficient computer is not in use, it enters a low-power "sleep" mode, using about one-half as much electricity as when it is in full power mode. This sleep mode reduces the equipment's energy waste and saves money without sacrificing features, performance, or cost. You can feel good about using ENERGY STAR-labeled equipment because you're helping to reduce the air pollution associated with energy generation.

Many of the manufacturers who produce most of the office equipment sold worldwide are now participants in EPA's voluntary ENERGY STAR Program. By looking for the ENERGY STAR label, you can easily identify products that save money and prevent harmful air pollution.

ENERGY STAR vs. Conventional Equipment — What's the Difference?

When you see the ENERGY STAR label on a product, you can be sure that it meets the following efficiency guidelines:

Computers

- Power down to 15 percent of maximum power usage. For example, a computer that uses a 200-watt power supply powers down to 30 watts or less in the low-power mode.

Monitors

- Power down to 15 watts or less after 15-30 minutes of inactivity, and then down to 8 watts or less after a cumulative period of 70 minutes of inactivity.

Printers and Fax Machines

- Power down to 15-45 watts or less depending upon the model's output speed — number of pages produced per minute — after a predetermined period of inactivity set at the factory.

Copiers

- Power down to low-power mode after 15 minutes of inactivity and to off-mode of 5-20 watts after 120 minutes of inactivity, ensuring equipment is off during evening and weekend hours. Recommended double-sided copying for medium- and high-speed models.

Scanners

- Power down to 12 watts or less in the low-power mode after 15 minutes of inactivity.

Multifunction Devices

- Power down to no more than 30-200 watts in sleep mode after 15-120 minutes of inactivity, depending on equipment speed.

Where Can I Find ENERGY STAR-Compliant Office Equipment?

It's easy. Simply visit your local retailer or vendor and ask for ENERGY STAR. If you are a corporate MIS or procurement official, just ask your vendor, integrator, or reseller to provide you with information on ENERGY STAR-labeled office equipment.

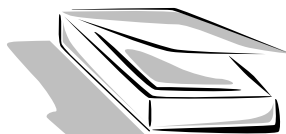
To make purchasing ENERGY STAR-labeled equipment easier, EPA offers a database of available products, which is updated monthly. To receive a listing, just call the toll-free ENERGY STAR Hotline at 1-888-STAR-YES (1-888-782-7937). Or visit the ENERGY STAR Web site at www.energystar.gov.

Did You Know?

According to EPA estimates, if everyone in the U.S. bought ENERGY STAR-labeled office equipment instead of conventional equipment, by the year 2010, the annual pollution prevented would be equivalent to taking more than 6.5 million cars off the road each year.

Why Should I Purchase Office Equipment With the ENERGY STAR Label?

ENERGY STAR-labeled office equipment costs the same as conventional equipment. But, ENERGY STAR-labeled equipment offers two important benefits that conventional equipment does not — it saves money and helps the environment. Once installed, these savings can add up quickly. By multiplying the per-unit savings by the number of products in your office, you'll see how much you can save each year!



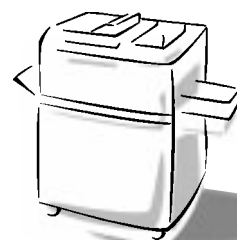
Scanner = \$20



Computer/Monitor = \$20



Printer = \$15



Medium Speed Copier = \$25



Fax = \$15

In addition to reduced operating costs, ENERGY STAR-compliant copiers and printers can also decrease the amount of paper used. Many ENERGY STAR-compliant copiers and multifunction devices (MFDs) provide duplexing (double-sided) capabilities, which are recommended as a default setting for medium- and high-speed models. By making double-sided copies, you can save \$50-\$150 per year on paper purchases for a medium-speed copier. Duplexing also adds to overall energy reduction:

It takes ten times more energy to produce a piece of paper than to copy an image to it.

Source: Lawrence Berkeley
National Laboratory

Besides the cost savings, ENERGY STAR-compliant equipment offers other important advantages:

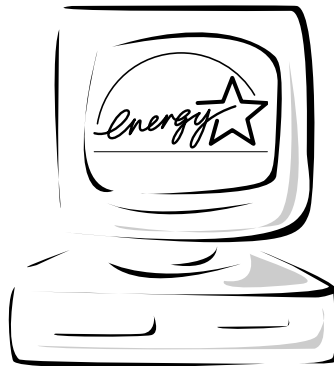
- **Added Comfort:** ENERGY STAR-labeled equipment produces less heat by powering down when not in use. This contributes to a **cooler and more comfortable workspace** and reduces air-conditioning costs.
- **Improved Reliability:** Heat can cause equipment failure. With the power-management feature, your equipment generates less heat, so it may **last longer**. And, components that cycle, such as hard drives and microprocessors, are more reliable when power management is used.

Is “Sleep” The Same As “Off?”

No! Sleeping equipment still uses some electricity, so you should always turn your equipment off when it is not being used for long periods of time. Also, if you see a monitor with a screen saver, don't assume that it's saving energy. Screen savers are entertaining, but they are not an energy-efficiency feature. If you do use a screen saver, be sure your monitor is set so it displays images for a pre-determined period of time and then enters “sleep” mode.

What If My Equipment Is Not ENERGY STAR?

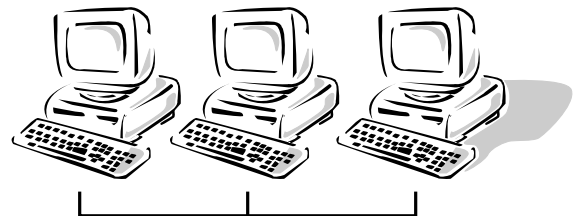
- ☆ If your existing computer, monitor, or printer does not have “sleep” mode, consider installing an ENERGY STAR-compliant controlling device that can completely shut off the power. To request a listing of controlling device manufacturers, call 1-888-STAR-YES (1-888-782-7937). Or visit the ENERGY STAR Web site at www.energystar.gov.
- ☆ If you lease office equipment, you may want to inquire about new models that are ENERGY STAR-compliant.



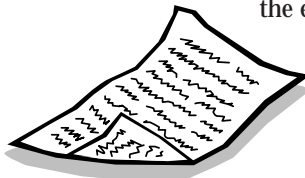
What Else Should I Know About ENERGY STAR-Compliant Office Equipment?

- Manufacturers are required to ship ENERGY STAR-compliant equipment with the “sleep” feature enabled. It should arrive at your office that way.
- You may adjust the power management setting to conform with your work pattern through the Control Panel.

Some computers are slightly more difficult to adjust and require accessing the sleep feature through the BIOS or setup screen. If you have questions about activating or changing the sleep feature, refer to the owner's manual or call the manufacturer's help line.



- If your business operates on a Local Area Network (LAN), make sure to specify that the power-management feature on your computer is compatible with the existing network system. (The Windows NT operating system does not currently support power management.)
- For additional savings, purchase printers and fax machines that print on both sides of a piece of paper. Buying a printer with a duplexing mode could save over \$45 a month in paper costs, and purchasing a fax machine that scans double-sided pages saves copying and paper costs. Also consider buying a combination printer/fax unit, which will consume less energy since one unit can do the work of two.





ENERGY STAR® Office Equipment Program

U.S. EPA (6202J)
Washington, DC 20460

Toll-free in the United States:
1-888-STAR-YES (1-888-782-7937)

Outside of the United States:
703 934-6650

Internet:
www.energystar.gov

Available Documents

- ◆ Summary of ENERGY STAR Specifications
- ◆ Federal Government Purchasing — Executive Order #12845
- ◆ List of Participating Manufacturers
- ◆ Savings Calculation Sheet
- ◆ Brochure — Sleeping and Saving with ENERGY STAR-Labeled Office Equipment
- ◆ ENERGY STAR-Compliant Product Listing
- ◆ Purchasing An ENERGY STAR-Labeled Copier: A Buyer's Guide

For information on other ENERGY STAR-labeled products for your home and office, contact:

U.S. Environmental Protection Agency
1-888-STAR-YES (1-888-782-7937)

U.S. Department of Energy
1-800-DOE-EREC

How Can I Purchase ENERGY STAR-Compliant Office Equipment for the Federal Government?

President Clinton's Executive Order 12845, issued on April 21, 1993, requires that the federal government's employees purchase ENERGY STAR-compliant computers, monitors, and printers.

So, how can you specify or buy ENERGY STAR-compliant equipment? Just list ENERGY STAR compliance as a requirement in your specification. The ENERGY STAR Web site, www.energystar.gov, includes information on specific procurement language to include in the ENERGY STAR specifications for your upcoming purchase. You will also find information on ENERGY STAR-compliant office equipment by visiting the GSA Web site at www.fss.gsa.gov/products.html.

Did You Know?

The U.S. Federal Government is the single largest purchaser of Information Technology (IT) equipment in the world, accounting for approximately 5 percent of total IT sales. By purchasing energy-efficient IT products, the U.S. Federal Government is expected to save \$1.1 billion between 1999 and 2010.

How Should I Specify ENERGY STAR-Compliant Office Equipment When Ordering From a Manufacturer?

When considering the purchase of ENERGY STAR-compliant computers, monitors, printers, plain paper fax machines, copiers, scanners, and multifunction devices, it is important to use procurement language that includes ENERGY STAR specifications. Procurement language should indicate that the equipment "*shall meet the ENERGY STAR specifications for energy efficiency.*" Language should also provide a detailed explanation of each ENERGY STAR specification. Complete procurement language is available at www.epa.gov/appdstar/esoe/gov_cust.html.